

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

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| Position Title: Principal Financial Analyst | Job Family: 2 |
| General Classification: Management | Job Grade: 32 |

Definition: To perform the most complex responsible professional and technical duties in providing staff assistance to department heads or other management personnel; to coordinate City-wide budgeting, payroll and revenue forecasting; to conduct special studies, surveys and research assignments in a variety of administrative and operational procedures and topics, which have City-wide and/or major financial impact; and to do related work as required.

Distinguishing Characteristics: This is the highest-level class in the Administrative Analyst series. Positions at this level are distinguished from other classes within the series by the level of City-wide responsibility assumed and the complexity of duties assigned in the areas of budgeting, revenue forecasting and payroll. Employees perform extremely complex, difficult and responsible duties which require a great deal of independence of action and a full understanding of City-wide programs. Employees at this level are required to be fully trained in all procedures related to City-wide budgeting and revenue management. This position may be expected to supervise clerical, supervisory or other professional positions.

Receives direction from management staff.

May exercise direct and indirect supervision over assigned professional, technical and clerical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide high-level staff work in coordinating the City-wide development of the annual budget, budget systems management, revenue forecasting and budget analysis and implementation.
2. Provide management oversight of payroll and benefit administration activities; compile and analyze data related to payroll and benefit costs; prepare reports and make recommendations on the formulation of policy and procedure with City-wide impact.
3. Conduct surveys and perform research and statistical analysis on administrative, fiscal, personnel and operational problems.

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4. Conduct financial analyses; prepare reports and make recommendations regarding City-wide cost recovery, rate structures, bonding, budgeting and other financial matters.
5. Prepare complex contracts, proposals, grant applications and similar documents; prepare reports and monitor grants and contracts for program compliance.
6. Prepare a variety of fiscal, administrative and management reports; prepare complex financial forecasting of expenditures and revenues.
7. Manage complex projects that cross department boundaries and require City-wide coordination and communication.
8. Maintain and review complex automated systems that provide budget, financial, programmatic and operational information.
9. Represent the City in interdepartmental, community and professional meetings as required.
10. Assist in the coordination of intradepartmental and departmental budgeting, revenue and payroll activities with other City departments and divisions and outside agencies.
11. Interpret Federal, State and City regulations; coordinate their application to City operations.
12. Make presentations regarding the development of the annual budget, current budget information and revenue projections to the City Council and others.
13. May require performance of complex quantitative and qualitative work, including systems analysis, evaluation of projects, present value and life cycle cost calculations.
14. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration; principles, methods and practices of municipal finance, budgeting and benefit and payroll administration; sophisticated research techniques; methods of report preparation and presentation; pertinent State, Federal and local laws and regulations; principles of contract and grant administration; modern office procedures, methods and computer equipment and software; principles of organization and

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municipal government practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of supervision, training and performance evaluation; statistics and techniques of complex financial forecasting, data analysis and numerical/financial analysis; City policies and procedures.

Ability to: Manage and participate in the analysis of a wide variety of complex administrative/operational/financial problems and make effective operational and/or procedural recommendations; coordinate a City-wide budgeting process; review complex organizational, administrative and financial problems, and recommend and implement an effective course of action; perform process improvements through the implementation of enhanced automated systems solutions which increase organizational efficiency; effectively utilize automated computers and automated systems; maintain confidentiality regarding City-wide policies and changes; interpret policies, guidelines and procedures; develop recommendations and assist in making decisions of considerable impact; work independently with minimal supervision; perform complex mathematical and statistical calculations accurately; perform sophisticated financial and operational analysis to assist decision makers; supervise, train and evaluate assigned staff; evaluate program effectiveness; administer City programs and coordinate work with other divisions, departments and outside agencies; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible administrative and analytical experience related to City-wide budgeting, revenue forecasting or payroll functions. A bachelor's degree from an accredited college or university with major course work in public administration, business or a related field. A master's degree in business or public administration is highly desirable.

Required Licenses or Certificates: May need to possess a valid California driver's license as required by the position.

Established

Revised

CLASS SPECS

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